

CURRICULAM VITAE

 **Affan Ahmed**

 **Designation** - **Contracts Coordinator & Business Development**

 **Qualification** - **M.C.A**

 **Contact No.** - **053 737 8331**

 **Email** - **affan.salesksa@gmail.com**



Schedule (A) - Professional Summary

Seeking a challenging position where I can leverage my expertise in contracts coordination, and business development to drive organizational success. Highly experienced in managing end-to-end project documentation, coordinating with clients, vendors, and teams for timely project delivery. Skilled in resource planning, safety documentation, and HSE training. Additionally experienced in sales and marketing of Heavy Equipment, Manpower, Specialized MEP Materials, and IT solutions for construction and industrial projects in Saudi Arabia market. Committed to maintaining high standards of documentation, compliance, and communication while achieving project and business objectives.

Schedule (B) - Core Competencies:

- 1) Project Documentation & Coordination (USOW, RFQ, MOR, BOQ, BOM, Job Schedules)
- 2) Preparing Resource Loading Charts & S-Curves
- 3) Progress Monitoring & Reporting
- 4) Safety Documentation (HIP, JSA, Toolbox Meetings)
- 5) Safety & WPR Training for Employees
- 6) Sales & Business Development
- 7) Heavy Equipment Rental & Manpower Supply
- 8) Specialized MEP Material & IT Solutions Supply
- 9) Support for preparing Technical & Commercial Proposal
- 10) Client Relationship Management.
- 11) Target Achievement & Performance Optimization
- 12) Strategic Planning & Revenue Growth
- 13) Vendor Coordination & Negotiation
- 14) Compliance & Documentation Control

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Schedule (C) - Professional Experience:

C1: RANCO CONTRACTING COMPANY, DAMMAM, SAUDI ARABIA

Contracts Coordinator & Business Development – Projects, Heavy Equipment Rentals, Manpower Solutions, Specialized MEP Materials & IT Solutions (Sep 2024 – Till Present)

1.1: Project Coordination & Documentation

- Manage end-to-end project documentation and execution for construction and industrial projects.
- Prepare, review, and maintain USOW, RFQs, MOR, BOQ, BOM, job schedules, and all contractual documents.
- Support project execution by preparing resource loading charts, S-curves, and progress reports for accurate planning and tracking.
- Maintain organized contract files, documentation logs, and communication records for compliance and audit readiness.

1.2: Technical & Commercial Proposal Management

- Support for Prepare technical and commercial proposals tailored to client requirements, drawings, BOQs, and project specifications.
- Coordinate with clients, vendors, consultants, and internal teams to ensure timely submission of proposals, quotations, and project-related documents.

1.3: HSE & Training Responsibilities

- Prepare safety documentation including HIP, JSA, toolbox meeting records, and site instructions.
- Conduct Safety and WPR training for company employees to ensure compliance with HSE standards.

1.4: Client Relations & Business Development

- Build and maintain strong relationships with key clients, consultants, EPC contractors, and suppliers to support long-term business growth.
- Drive new client acquisition through market research, networking, follow-ups, and managing the full sales cycle from lead generation to successful project delivery.
- Handle customer inquiries, resolve complaints professionally, and maintain high customer satisfaction.

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1.5: SAP Ariba Coordination & Bid Management

- Handle daily monitoring of SAP Ariba for new sourcing events.
- Review all new requests and promptly forward them to the management team for evaluation and internal approval.
- After receiving management approval, accept the requests on SAP Ariba and coordinate with project, procurement, and estimation teams for technical and commercial bid preparation.
- Support end-to-end bid submission by uploading required documents, ensuring compliance with client specifications, and tracking submission deadlines until final bid completion.

1.6: Sales & Marketing – Heavy Equipment, Manpower, MEP & IT Solutions

- Manage project-based sales for heavy equipment sourcing, manpower supply, and specialized MEP/IT solutions across construction, industrial, mechanical, and electrical sectors.
- Recommend suitable equipment and manpower solutions, coordinate mobilization/delivery, ensure safe usage, maintain inventory, and resolve emergencies to ensure smooth operations.
- Promote and manage manpower support services by sourcing trained personnel, coordinating mobilization/demobilization, ensuring compliance, and negotiating fair rates.
- Coordinate with suppliers and clients for MEP material delivery, ensuring compatibility with drawings, specifications, and BOQs while maintaining strong supplier relationships.
- Sell IT products and services by assessing client needs, offering tailored solutions, coordinating with technical teams, and ensuring smooth implementation and after-sales support.
- Plan and support sales for maintenance and shutdown projects by ensuring timely delivery of resources, materials, and equipment.

1.7: Commercial Support & Payment Follow-up

- Coordinate with suppliers and subcontractors for pricing, material availability, quotations, and timely delivery.
- Manage delayed client payments through professional communication, follow-ups, and issue resolution while maintaining strong relationships.

1.8: General Operational Excellence

- Track ongoing project status, escalate delays, and support timely execution of deliverables.
- Capable of working under pressure while managing multiple projects simultaneously and delivering results within deadlines.

1.9: Additional Support Services:

- Prepare and send RFQs to heavy equipment rental, material, and manpower suppliers, and ensure timely follow-up to secure competitive quotations.

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- Manage equipment mobilization/demobilization and operator license processes and SPSP EnergyTech card.
- Follow up on timesheets and manage invoices for equipment and manpower, ensuring accuracy, timely billing, contract compliance, and smooth financial operations for projects.
- Handle ARL, POD, COD during plant shutdowns ensuring safety compliance.
- Interpret RFQs to prepare accurate cost estimates.
- Support engineering teams with market feedback, contributing to product improvements.
- Managed daily, weekly, and monthly work assignments; ensured timely completion and compliance using Clock & Lock system.
- Supported the Safety Officer with site safety inspections, toolbox talks, and HSE compliance to ensure safe project operations

1.10: Formats & Procedures Specialist:

Prepare, standardize, and manage internal templates for RFQs, quotations, timesheets, invoices, and project documentation to ensure compliance with company and client standards. Review and update procedural manuals for project execution, procurement, and equipment handling. Provide guidance to team members on proper formats and procedural adherence.

C2 - AL-HADEEL MANPOWER, DOHA, QATAR

2.1: Business Development Executive – Manpower Solution

(June 2020 – July 2024)

- Experienced in manpower supply for construction and industrial projects, managing sourcing, skill verification, compliance, and timely deployment while building strong client relationships.
- Provided skilled manpower across construction, industrial, oil & gas, and manufacturing projects, managing teams from small groups to 100+ personnel, verifying skills, ensuring safety compliance, timely deployment, and coordinating with clients and suppliers for urgent or bulk requirements.
- Identify new clients and projects via tenders, market trends, and networking. Approach and qualify projects by understanding needs, budget, and timelines, offering suitable manpower solutions, ensuring timely deployment, and maintaining long-term client trust and repeat business
- Handle client complaints professionally by understanding issues, coordinating quick solutions, keeping clients informed, and following up to ensure satisfaction.

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- Verify workers skills and qualifications through resumes, certifications, interviews, and reference checks to ensure technical, safety, and quality compliance before deployment
- Manage background checks, site entry, and mobilization by ensuring approvals, IDs, and documentation, coordinating with authorities and teams.
- Ensure timely manpower availability by planning schedules, coordinating with suppliers and workforce, and adjusting for project changes.
- Calculate and negotiate manpower rates by considering skills, project needs, compliance, and logistics to ensure fair pricing and profitability. Handle pricing competition by highlighting workforce value and maintain timely payments by communicating, following up, and escalating professionally when needed.
- Handle client complaints by understanding issues, coordinating solutions, and maintaining trust. Manage absenteeism and underperformance with training, reassignment, or replacements
- Track manpower deployment and attendance using registers, & timesheets ensuring accountability and smooth execution. Maintain accurate, organized records of contracts, payroll, and agreements, and report manpower utilization and project status to keep clients and management informed.
- Trained junior staff members on essential sales techniques, boosting overall team performance
- Conducted cold calls, email marketing, to grow client base.

C3 - MANNAI TRADING CO. WLL, DOHA, QATAR

3.1: Business Development Executive – Heavy Equipment & Fleet Rental Solutions

(Jan 2017 – May 2020)

- Built new client networks and secured large-scale contracts.
- Managed contracts, pricing negotiations, and account relationships.
- Managed and prioritized multiple tasks to meet deadlines effectively.
- Achieved consistent sales growth and exceeded targets.
- Conducted market research and competitor analysis to refine sales strategies.
- Inspected vehicles for damages before processing refunds.

C4 - TATA CONSULTANCY SERVICES, HYDERABAD, INDIA

4.1: Client Service Representative (Feb 2016 – Nov 2016)

- Resolved client queries, updated databases, and supported daily operations.

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- Achieved high customer satisfaction through quick issue resolution.
- Participated in training to enhance service skills.
- Maintained clear communication with clients to provide updates and follow-ups.

Schedule (D) - Technical Skills:

• Project & Contract Management Tools	• Documentation & Reporting
• HSE & Site Operations	• Technical & Commercial Support
• Manpower Planning & Deployment	• Timesheet & Invoice Management
• Heavy equipment Rental & Operations	• RFQ Management
• MEP Materials & BOQ Handling	• Quotation Preparation
• MS Office Suite	• Sales & Marketing Business Development

Schedule (E) - Education:

- ✓ **Master of Computer Applications (MCA)** from Kakatiya University, Warangal in Telangana Region, INDIA during tenure **2011 – 14**.
- ✓ **Bachelor of Commerce (B.COM - CA)** from Kakatiya University, Warangal in Telangana Region, INDIA during tenure **2008 – 11**

Schedule (F) - Personal Details:

-  **Nationality** : Indian  (Hyderabad)
-  **Driving License** : Valid Saudi License
-  **Visa Status** : Iqama Valid & Transferable
-  **Languages** : English, Arabic (Basic), Urdu, Hindi, Telugu.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

AFFAN AHMED



Experience Certificate

Doc Date: 30th July 2024

Doc REF No: C21/24

This is to certify that Mr. AFFAN AHMED, an Indian national holding ID Number 28935638185, has worked in our esteemed company as a “Business Development Executive” from 02/06/2020 to 30/07/2024.

During his tenure, we found him sincere, honest, intelligent, and hardworking.

This certificate is issued upon his request without any prejudice to the company.

AL HADEEL MANPOWER





WORK EXPERIENCE LETTER

TO WHOMSOEVER IT MAY CONCERN

Date: 28th May 2020
REF #: MTC/M20/093

This is to certify that **Mr. AFFAN AHMED** an Indian National holding Iqama Number 28935638185 was employed with **Mannai Trading Co. WLL** as a **Business Development Executive** from **January 2017** to **May 2020**.

During their tenure, he performed his duties sincerely and contributed positively to the organization.

We wish them success in all future endeavors.

For Mannai Trading Co. WLL.

Mohammed Ishaq
General Manager





December 23, 2016
TCS/DC/1254248

SERVICE CERTIFICATE

This is to certify that Mr. Affan Ahmed (Emp# 1254248) was employed on contractual basis for the period from February 3, 2016 to November 30, 2016.

During this contract employment period, he was designated as Contract Assignee.

A handwritten signature in black ink that reads 'Yogesh Thakoor'.

Yogesh Thakoor
Vice President – Human Resources

TATA CONSULTANCY SERVICES

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